

## INFORMAL BUDGET WORK SESSION MINUTES

June 17, 2004

2:00 p.m.

Room 108, Courthouse

PRESENT: Commissioners Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John Krawczyk, Laura Tschabold, Julia Staigers, Nancy Reed, Vicki Wood, Dave Lawson, Ruthella Hughes, Bill Gille, Jack Crabtree, Ron Huber, Ken Summers, Brad Berry, Chris Johnson, Brian Dunn, and Jan Coleman.

Guests: Larry Bohnsack.

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Kathy called the meeting to order.

Cartographer Reclassification - Dave Lawson reviewed a reclassification request previously withdrawn during budget committee meetings. He stated that Brian Hansberry has been performing Senior Cartographer duties for a year with no out-of-class pay. He also reported that the A&T grant will be higher than expected, and that his office has merged technologies with GIS. Mary pointed out that when Dave withdrew the request, the county had planned to have two cartographers, but one of those positions has now been eliminated. John K suggested that the \$1591 to cover the reclassification could come from the increase in the A&T grant. There were no objections.

Public Works - Bill Gille reviewed six line item changes. He stated that \$1.1 million in Contract Services won't start until after July 1, 2004, so it needs to be moved from the current fiscal year. He also explained that after examining State Highway funds, he lowered the amount to a conservative \$3.9 million.

Deputy D/A 1 Position - Leslie expressed concern that this position had been funded with one-time money. John K stated that Brad's 2003-04 ending balance will be about \$263,617 instead of the budgeted amount of \$155,100, and he suggested leaving that balance to support the Deputy D/A 1 position.

Sheriff's Office - Jack reviewed a handout summarizing current grant expectations and funding needs. He stated that if none of the grants come through, 3.5 deputies will be lost. His funding needs included: Field Training Officers (FTO) pay, \$4800; YCINT incentive pay, \$3900; and increased YCOM costs, \$6000.

John K stated that the Sheriff's beginning balance will be \$101,810 higher than originally budgeted. He said the YCOM costs were beyond Jack's control, so \$6000 should be added to his discretionary resources, but the FTO and incentive costs are self-inflicted and need to be negotiated with the union. He instructed Jack to keep the grant funding in the budget with the understanding that contingency funds will be available if the grants don't come through.

John K recommended using contingency or fund balances to fix the long-term \$28,191 deficit balance in the Marine budget.

Janitorial Contract - Brian presented a handout summarizing results of a janitorial study. He concluded that

MINUTES      INFORMAL WORK SESSION

Page 1

June 17, 2004

2:00 p.m.

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it would not be cost effective to do the janitorial work in-house, but stated that he will bid out the contract again later this year in hopes of getting a lower bid. There was some discussion of reducing the frequency of some of the cleaning and rotating days to be able to include the new buildings. John K suggested getting feedback from departments on the matter. He also recommended taking some maintenance costs from the Clerk's budget to cover the Stern Building, since it is a general fund budget and doesn't pay Facilities Maintenance fees.

HHS - Chris presented last-minute grant decisions and stated that he has developed a plan to get through 2005-07. He said that his total revenue has increased due to tobacco and bio-terrorism funds, and he proposed a temporary position. He stated that the increase in his ending balance will provide reserves for future years.

The meeting recessed at 3:25 p.m. and reconvened at 3:35 p.m.

Clerk - Jan requested that the \$10,000 coming out of her budget for the Sheriff's Office be done as a transfer item instead of taking it from her beginning balance, so she won't lose that money in future years. There were no objections.

Jail - Ron stated that the medical transport van needs to be replaced, so he would rather not give up \$10,000 from Motor Pool. He said he would be willing to give \$30,000 from the medical budget as long as he would have access to contingency funds if medical expenses exceed \$215,000.

*Summary* - John K concluded that the \$101,810 increase in beginning balance and the \$40,000 from the Clerk's budget and the Jail medical budget will be enough to cover Jack's known losses, with contingency funds available to backfill if necessary. In addition, the Sheriff's Office discretionary resources will be increased by \$15,000 for YCOM, YCINT out-of-class pay, and RAIN costs. He stated that the Sheriff's labor people will have to hold the line in negotiations, however, or else take more layoffs.

Sheriff's Deputies - Ken reported that there are 38 FTE currently employed in the Sheriff's Office. John K stated that there are only supposed to be 37, and he asked for research to be done to detail who is in each slot. A work session was scheduled for next Tuesday after informal session to reexamine the issue.

John K stated that one deputy position will be lost due to the cancellation of city contracts with Lafayette and Willamina, so if the sergeant position is not filled from within the department, a deputy will have to be laid off. There was some discussion about the current trend of city contract cancellations. Ken pointed out that traffic enforcement suffers as a result, causing a decrease in fines and fees revenue. Kathy suggested a policy to bill cities for Sheriff services if they aren't providing their own patrol or contracting it out. Jack emphasized the need to establish a policy stating which types of calls the county will respond to in such situations. John K recommended an explanatory letter be sent to cities from John G.

Court Security - Ron stated that the Court Security budget will be short \$12,000. He said that because court fines and fees are dropping, the program is not supporting itself, and he estimated that actual costs exceed fines and fees revenue by \$18,700. John K recommended transferring \$12,000 to Court Security.

Leslie suggested billing the courts for actual costs, rather than having revenue tied to fines and fees.

She questioned whether the county is responsible for providing security in addition to the facility. John K recommended having John G look into the contract requirements. He also recommended an extensive study of un-reimbursed court security costs along with a history of fines and fees reductions before the county confronts the courts.

Video Lottery Funds - John K reported that video lottery revenue has shown consistent growth recently. He said that next year's projected revenue is \$188,000, so the budget could be increased from the current amount of \$168,110 to make some funds available for a water study and other needs. The consensus was to increase the budget to \$188,000 and add approximately \$20,000 to Other Expenses.

Your Community Mediators Request - The Board agreed to take \$4000 from contingency funds to grant the request.

Other - John K reported a net \$47,000 increase in discretionary resources, bringing the beginning balance to \$313,323. He recommended \$266,000 of this be put into contingency as a buffer for Jack's grants and other needs, and \$28,000 to Motor Pool. He also said he would put some away in Heat, Light & Water.

The meeting adjourned at 5:12 p.m.

Anne Britt  
Secretary